



HAZARDOUS MATERIALS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USAFA WWW site at <http://www.usafa.af.mil/scs/afapbf.htm>.

OPR: 510 CES/CEV (Mr. Robert Tomlinson)

Certified by: 510 CES/CEV (Ms. Diana Dean)

Pages: 14

Distribution: F

This supplement expands on the guidance provided in the AFI and assigns responsibilities consistent with the USAFA infrastructure to ensure all AFI requirements are met. This supplement applies to the United States Air Force Academy (USAFA) and tenants located on or doing business on the installation.

1.3.3. The ODS Management Program will be coordinated between the Hazardous Materials Pharmacy and Refrigeration Management (10 CES/CEOFF).

1.8.4.5. (Added) Logistics (10 ABW/LG) will establish policy for management and control of the Hazardous Materials Pharmacy Program.

1.9.1.1. (Added) The USAFA Environmental Protection Committee (EPC)/Environmental Leadership Committee (ELC) will designate an Installation Hazardous Materials Management Process (HMMP) Team, a Hazardous Materials (HAZMAT) Pharmacy Team, and provide executive leadership and management oversight over all HMMP activities, recommending improvements, as appropriate.

1.9.2.6. (Added) The HMMP will provide guidance for spill prevention and clean up.

1.9.3.1. The HMMP team will be led by Environmental (510 CES/CEV).

1.9.7. (Added) The HAZMAT Pharmacy Team will:

1.9.7.1. (Added) Provide the necessary teamwork to identify and control hazardous materials on the installation.

1.9.7.2. (Added) The HAZMAT Pharmacy Team will be led by Supply/Logistics Plans (10 ABW/LGL) with participation by all affected functional areas including customer representatives and tenant units.

1.9.7.3. (Added) 10th Civil Engineer Group (10 CEG/CC), 10 ABW/LG, Bioenvironmental Engineering (10 AMDS/SGPB), Safety (HQ USAFA/SE), and the Supply Contractor will participate in the HAZMAT Pharmacy Team.

1.9.8. (Added) The USAFA EPC/ELC shall direct all functional organizations, nonappropriated funds activities, tenants and contractors to actively support the HAZMAT Pharmacy Team.

2.2.6.1. (Added) Air Force - Environmental Management Information System (AF-EMIS) terminals may also be located in customer areas, as determined by the HAZMAT Pharmacy Team.

2.3.4.7. (Added) A master file of shop authorizations (AF Form 3952 and Material Safety Data Sheets (MSDSs) will be maintained in the HAZMART.

2.3.4.8. (Added) All AF Forms 3952 will have a maximum approval life of 2 years. After 2 years, the requesting organizations must resubmit another AF Form 3952 if the hazardous material is to continue to be used.

2.6.1.8. (Added) The HAZMAT Pharmacy Team may perform Customer Assistance Visits to selected shops. Visits will be conducted based on chemical usage.

2.6.2.4.1. (Added) For EMIS instructions, see Attachment 3 (Added-USAFA).

2.6.3.2. The 10 ABW/LG will appoint the Hazardous Materials Pharmacy Manager. The manager responsibilities will include the day-to-day oversight of the HAZMAT Pharmacy including the coordination of all necessary HAZMAT Pharmacy Team events. The manager works with a cross-functional team to ensure customer organizations receive authorized hazardous materials when ordered and approved. The Logistics Support Services contractor will provide a supervisor to manage the daily operations of the HAZMART.

2.6.4. The Logistics Support Services contractor will appoint a supervisor to manage the daily operation of the HAZMART.

2.6.4.17. (Added) Provide (affix) a hazardous barcode-tracking label to each item received into the HAZMART.

2.6.4.18. (Added) Assist in the determination of suitable less hazardous and nonhazardous substitutes for items currently in use. A memorandum of justification will be required to obtain approval not to use suitable less hazardous and nonhazardous substitutes. The organization's commander must sign this memorandum of justification.

2.6.4.19. (Added) For International Merchant Purchase Authorization Card (IMPAC) and Nonappropriated Funds (NAF) Purchasing Procedures, see Attachment 4 (Added-USAFA).

2.6.5.7. (Added) For International Merchant Purchase Authorization Card (IMPAC) and Nonappropriated Funds (NAF) Purchasing Procedures, see Attachment 4 (Added-USAFA).

2.6.5.8. (Added) All base service and construction contractors will report usage in accordance with the *Environmental Specifications Guide for Air Force Academy Contracts* (USAFA Contract Boilerplate Specifications). (See Attachment 5 [Added-USAFA]).

2.6.6.6.1. (Added) For EMIS Instructions, see Attachment 3 (Added-USAFA).

2.6.7.7.1. (Added) For International Merchant Purchase Authorization Card (IMPAC) and Nonappropriated Funds (NAF) Purchasing Procedures, see Attachment 4 (Added-USAFA).

2.6.8.4.1. (Added) All authorizations will be submitted to the HAZMAT Pharmacy Team regardless of Source of Supply (SOS).

2.6.8.4.2. (Added) To facilitate document storage via electronic scanning, all AF Forms 3952 submitted for approval must be either typewritten or computer generated. No hand-written AF Forms 3952 will be accepted. The paper copy of the AF Form 3952 will be maintained as the official record copy.

2.6.8.8.1. (Added) For International Merchant Purchase Authorization Card (IMPAC) and Nonappropriated Funds (NAF) Purchasing Procedures, see Attachment 4 (Added-USAFA).

2.6.8.11.1. (Added) The HAZMAT Pharmacy Team will provide to each shop a current inventory listing quarterly or as requested.

2.6.8.13. (Added) All shops are required to review and maintain the User Authorization Listing (UAL) quarterly.

2.6.8.14. (Added) The commander or designated representative must appoint a primary and at least one alternate Hazardous Materials Monitor for each shop.

2.6.8.15. (Added) Shops will ensure barcode labels are returned to the HAZMART when material is expended.

2.6.8.16. (Added) Shops may request Customer Assistance Visits from the HAZMAT Pharmacy Team.

2.6.9.1. 10 ABW/LGC will participate in the HAZMAT Pharmacy Team and the HMMP Team.

2.6.9.4. Also, see Attachment 4 (Added-USAFA).

2.6.9.5. (Added) Procurement of hazardous material is limited to sole brand based on the chemical content and intended usage of the specific approved product requested. No substitutions will be allowed as substitute items may have a different chemical content and may not be approved for use on the USAF Academy.

2.6.9.5.1. (Added) The procurement of hazardous materials through General Services Administration (GSA) or Defense Logistics Agency (DLA) will be identified by the approved brand name.

2.6.9.6. (Added) 10 ABW/LGC will ensure all requirements of Attachment 5 (Added-USAFA) are included in Service and Construction Contracts.

ATTACHMENT 3 (Added)**AIR FORCE ENVIRONMENTAL MANAGEMENT INFORMATION SYSTEM AF EMIS
INSTRUCTIONS**

During the HAZMAT Approval/Air Force Form 3952 review process, each flight (10 AMDS/SGPB, 510 CES/CEVC, 10 ABW/LGL, and HQ USAFA/SE) will be responsible for entering and updating their applicable data sections/fields, in accordance with AFI 32-7086, paragraphs 2 through 5.

A3.1.0 SUPPLY EMIS OPERATING PROCEDURES:**A3.1.1 NSN Screen:**

A3.1.1.1 The Logistics Support Services Contractor will complete the following data fields in the NSN table as appropriate:

(Note: National stock number, local purchase stock number or part number for IMPAC purchases. For assignment of local purchase stock number, see base supply procedures.)

A3.1.1.1.1. NSN, components, Noun, Issue Information, Size, Unit, Pkg., Supply, Cost, Miscellaneous, Type, Material, SBSS Demand Level, Source of Supply, Acquisition Supply Code, Shelf-life Code

A3.1.1.1.2. Will set the following data fields to the following settings:

A3.1.1.1.2.1. Label to 1" X 3" and auto

A3.1.1.1.2.2. Status to inactive

A3.1.1.1.2.3. Sequential tracking to on

A3.1.2. Manufacturer Screen:

A3.1.2.1. Fill in applicable blocks on entire page:

A3.1.3. CAGE Screen:

A3.1.3.1. Page One Fill in applicable block

A3.1.3.1.1. NSN

A3.1.3.1.2. Cage code

A3.1.3.1.3. Fill in Version, ("A" for first time MSDS is loaded)

A3.1.3.1.4. Component number, based on the number of components for product

A3.1.3.1.5. MSDS on File

A3.1.3.1.6. MSDS creation date

A3.1.3.2. Page Two fill in applicable blocks:

A3.1.3.2.1. Ounces.

A3.1.3.2.2. Net or Fluid

A3.1.4. Authorization Screen:

A3.1.4.1. Fill in the applicable blocks on page one:

A3.1.4.1.1. NSN, Shop Code, Process Code (from shop authorized list), Status (Always being worked),

Draw amount, Draw Frequency, How used (Include Serial Number)

A3.1.4.2. Fill in the following on page two:

A3.1.4.2.1. Next action date (2 years from request date), Next action (set to initial)

A3.2.0. BE EMIS OPERATING PROCEDURES:

A3.2.1. NSN Screen:

A3.2.1.1. Fill in the applicable blocks:

A3.2.1.1.1. Status, Health Review, IEX Code, Physical Hazard, Hazard Characteristic Code

A3.2.2. CAS Screen:

A3.2.2.1. Enter or verify the applicable blocks page one

A3.2.2.1.1. CAS number, NIOSH number, Chemical Name, Synonyms

A3.2.2.2. Fill in applicable blocks page two:

A3.2.2.2.1. Health Data

A3.2.3. CAGE Screen:

A3.2.3.1. Fill in applicable blocks on page one

A3.2.3.1.1. Health Code, DD 1348-1 Hazard code, Physical Hazard

A3.2.3.2. Fill in applicable block on page two

A3.2.3.2.1. Health data

A3.2.4. Authorization Screen:

A3.2.4.1. Fill in or verify the following blocks on page one:

A3.2.4.1.1. Process Code, Draw amount, Draw Frequency, How used remarks, to include AF Form 3952 serial number

A3.2.4.2. Fill in the following blocks on page two of Health review:

A3.2.4.2.1. Date and Reviewed by, PPE required

A3.3.0. CEV EMIS OPERATING PROCEDURES:

A3.3.1. NSN Screen:

A3.3.1.1. Fill in applicable blocks:

A3.3.1.1.1. Aerosol Can, EPA-17 Chemical, ODC, Empty Container Regulated, VOC percent

A3.3.2. CAS Screen:

A3.3.2.1. Enter or verify the applicable blocks on page one:

A3.3.2.1.1. CAS number, Chemical Name, Chemical lists, Chemical use summary, Synonyms, Chemical Category

A3.3.2.2. Fill in applicable block on page two:

A3.3.2.2.1. EPCRA, Vapor Pressure, Specific Gravity, Molecular Weight

A3.3.3. CAGE Screen:

A3.3.3.1. Page one, no information to be completed

A3.3.3.2. Fill in applicable block page two:

A3.3.3.2.1. Flash point, pH, Specific gravity, VOC (put in units and convert to %), Density, Percent Solids, Vapor Pressure

A3.3.3.3. Constituents

A3.3.3.3.1. CAS Number, Min concentration, Max Concentration, Concentration (%), By weight, EPCRA chemical form, EPCRA chemical state

A3.3.4. Authorization:

A3.3.4.1. Fill in or verify blocks on page one

A3.3.4.1.1. EPCRA exempt 311/312 – never exempt, EPCRA exempt 313, Draw Amount, Draw Frequency

A3.3.4.2. Fill in or verify blocks on page two:

A3.3.4.2.1. Disposal, Delete Reason, Date Next action , Next action required, Date reviewed, Reviewed by, Remarks

A3.3.4.3. If last person in review process, change status to approved/disapproved

A3.4.0. PHARMACY TEAM:

A3.4.1. Will act as a final check to ensure the authorization was loaded into the EMIS system. The Team will verify completion of authorization screen, update the AF Form 3952 tracking spreadsheet, route completed copy of the AF Form 3952 back to shop, and file a copy in the shop files.

ATTACHMENT 4 (Added)**INTERNATIONAL MERCHANT PURCHASE AUTHORIZATION CARD (IMPAC) AND NON-APPROPRIATED FUNDS (NAF) PURCHASING PROCEDURES.****PART A. IMPAC PURCHASING PROCEDURES**

A. Purchasing hazardous materials utilizing the IMPAC is NOT the preferred method. The IMPAC can only be utilized for one-time purchases and emergency situations when SBSS cannot provide the hazardous materials in sufficient time. There are two options for purchasing hazardous materials utilizing IMPAC. The first option is for organizations that have funded and provided an IMPAC to the Hazardous Materials (HAZMAT) Pharmacy for purchasing nonstocked hazardous materials. The second option is for organizations that have not provided an organization funded IMPAC to the HAZMAT Pharmacy.

****Note: All violations to the IMPAC procedure will be reported to the EPC Chairperson and could result in loss of IMPAC privileges.****

OPTION #1: (PREFERRED OPTION)

1.1. This option is for organizations using large quantities of hazardous materials. These organizations procure items yearly, need hazardous materials on short notice or emergency situations, or frequently require one-time purchases.

1.2. The organization will provide an organization-funded IMPAC to the Government employees on the HAZMAT Pharmacy Team.

1.3. The government employees of the HAZMAT Pharmacy Team will have the responsibility for IMPAC. The IMPAC holder will:

1.3.1. Verify authorization of material purchased.

1.3.2. Purchase material in the quantity requested (will not allow substitutes).

1.3.3. Maintain IMPAC logs in accordance with IMPAC procedures.

1.4. The requesting organization will:

1.4.1. Submit the request on organization-approved form.

1.4.2. Receive proper organizational authorization to purchase material.

1.4.3. Contact vendors, obtain pricing information and hazardous materials handling costs.

OPTION #2:

2.1. For one-time purchases where the Standard Base Supply System (SBSS) can not provide the requested hazardous material in sufficient time to perform the project.

2.2. Identify the need and necessary date for the using hazardous materials. (The shop must be authorized to use the material prior to purchasing on IMPAC.)

2.3. Submit memorandum of justification to the HAZMAT Pharmacy Team. The memorandum of justification must include the following information:

2.3.1. The National Stock Number (NSN) as it appears on the User Authorization List (UAL).

2.3.2. The manufacturer and the manufacturer's part number.

2.3.3. The quantity to be purchased (may not exceed authorized quantity).

2.3.4. Identify the name of the person who is purchasing the hazardous material using their IMPAC.

2.3.5. The memorandum of justification will be signed at the Flight Chief or higher level.

2.4. The HAZMAT Pharmacy Team will approve/disapprove the request.

2.4.1. If approved, notify LG IMPAC manager and the organization of approval, in writing.

2.4.2. If disapproved, notify LG IMPAC manager and organization in writing with reason for disapproval.

2.5. When the order is purchased, the purchasing organization shall contact the HAZMAT Pharmacy within 1 workday.

3.1. The HAZMART will process all IMPAC transactions using standard operating procedures.

PART B. NONAPPROPRIATED FUNDS (NAF) PURCHASING PROCEDURES

B. Purchasing of hazardous materials using NAF is necessary to meet the mission requirements of the USAF Academy. This Source of Supply (SOS) includes, but not limited to, Blank Purchase Agreements (BPA's), AF Forms 9, petty cash, and direct purchases which are funded by NAF.

B.1. NAF Funds Management will:

B.1.1. Verify the user is authorized the hazardous material prior to purchase using the Air Force - Environmental Management Information System (AF-EMIS) tracking system.

B.1.2. Provide a listing to the HAZMAT Pharmacy of all hazardous items purchased, AF Forms 9 and BPA's issued quarterly.

B.2. NAF Shop Supervisors will:

B.1.1. Ensure quantity to be purchased DOES NOT exceed authorized levels.

B.2.1. Notify the HAZMAT Pharmacy within one working day of receipt of hazardous materials.

B.2.3. Periodically verify all hazardous materials are tracked through HAZMAT Pharmacy process.

B.3. The HAZMART will process all NAF transactions using standard operating procedures.

ATTACHMENT 5 (Added)**ENVIRONMENTAL SPECIFICATIONS GUIDE FOR AIR FORCE ACADEMY CONTRACTS**
Overarching Contractor Responsibilities

Worker Protection Responsibilities:

The Government will verify that the Contractor has an Occupational Safety and Health Administration (OSHA) program in place, but the Government will not specifically evaluate this program nor validate the Contractor's performance with OSHA worker protection requirements. Compliance with worker protection laws and regulations, as they pertain to the Contractor's personnel, shall be the responsibility of the Contractor.

Environmental Compliance Responsibilities:

The Contractor shall follow safe and environmentally sound practices to protect Government personnel, Government property, the environment, and the Contractor's employees. Environmental compliance requirements included in the SOW/PWS are intended to be a guide. The Contractor shall assume full responsibility for complying with all applicable Federal, state, and local laws and regulations, including those not covered in this Guide.

The Contractor shall obtain all permits, licenses, certifications, and training required to perform the work stipulated in the PWS/SOW. The Contractor shall prepare all documentation required, including notices of intent and other permit applications. The Contractor shall sign all permit applications and submit them to the project QAE or COTR who will forward these documents to the Academy Environmental Flight (510 CES/CEV) for review and approval. If documents are not acceptable, the Contracting Officer will return them to the Contractor for correction and resubmittal. Once approved by the 510 CES/CEV, the documents will be submitted by the 510 CES/CEV to the appropriate regulatory agencies. The Contractor shall be responsible for all costs associated with submitting and obtaining required environmental permits, notices, licenses, and certifications required by regulatory agencies or the Government. The Contractor shall also be responsible for all costs associated with obtaining required training. The Contractor shall obtain all required permits, notices, licenses, training, and certifications prior to contract start, unless otherwise approved, in writing, by the Contracting Officer. The Contractor shall be responsible for complying with all applicable financial requirements.

Prohibitions on Hazardous Material Use and Storage:

It is Department of Defense policy to strictly limit the use of DOD installations for the storage or the disposal of toxic or hazardous material and wastes. The Academy implements this policy by strictly controlling the amount and type of hazardous materials it allows on the base from Contractors. Unless otherwise specified in the SOW/PWS or approved, in writing, by the Contracting Officer, the Contractor shall not store or otherwise leave or abandon any hazardous materials, including those hazardous materials required for contract performance, on Government property after regular work hours specified in the contract. The Contractor may bring on-site each workday such a quantity of hazardous materials and petroleum, oils, and lubricants as is required to perform work scheduled for that day. Any excess or left-over hazardous materials or wastes shall be removed by the Contractor by the end of the workday and taken to a location off Government property for proper storage or disposal.

Use of Government property for staging areas:

The Contractor shall prepare an environmental baseline survey or EBS prior to obtaining a facility use license from the Government to occupy a staging area. Any information the Government possesses regarding the staging area site, including EBSs prepared by the Government or prior Contractors, who have used the staging site, will be made available to the Contractor upon request. The Contractor shall return the facility to its original condition upon completion of the work required in the contract. The Government will conduct a post-occupancy survey and the Contractor will be responsible for any remediation or revegetation necessary to return the site to its original condition.

2.0. Hazardous Materials & Pesticides:

2.1. Regulatory Background:

In general, hazardous materials are substances that present potential hazards to human health and/or the environment if they are not used and handled properly. Hazardous materials are defined in various federal and state regulations that regulate how these materials are transported, stored, used, disposed and otherwise managed in the workplace. Pesticides by nature are hazardous materials and are also subject to numerous regulatory requirements. In this Guide, the term pesticides includes herbicides, insecticides, rodenticides, and fungicides. The Glossary in this Guide contains a complete definition of what constitutes a hazardous material.

The principal federal laws and regulations governing hazardous materials management are listed below. State or local regulations may be more stringent, and Department of Defense (DOD) and Air Force instructions, and policies govern the management of hazardous materials on Air Force installations.

- The Hazardous Materials Transportation Act administered by the Department of Transportation (DOT) regulates the transportation of hazardous materials.
- The Occupational Safety and Health Act (OSHA) regulates hazardous materials in the workplace and requires employers to inform workers about workplace hazards.
- The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) defines Reportable Quantities (RQ) for hazardous material spills and releases to the environment.
- The Superfund Amendments and Reauthorization Act (SARA) established the Emergency Planning and Community Right-to-Know Act (EPCRA) to deal with emergency planning and preparedness at both the state and local levels.
- The Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) regulates the sale, distribution, transportation, storage, and use of pesticides.
- Air Force Instruction 32-7086, "*Hazardous Materials Management*," establishes procedures and standards that govern management of hazardous materials (HAZMAT) throughout the Air Force, including how Contractors interface with the Air Force HAZMAT Pharmacy Program (HPP).

2.2. Academy Policies Governing Use and Storage of Hazardous Materials:

As stated in the Introduction to this Guide, it is Department of Defense policy to strictly limit the use of DOD installations for the storage or the disposal of toxic or hazardous material and wastes. The Academy implements this policy by implementing strict controls on the amount and type of hazardous materials it allows on base from contractors.

Hazardous materials used on the Academy are procured, issued, and managed through a centralized inventory system, known as the "HAZMAT Pharmacy," that controls and tracks all hazardous materials

used on the Academy. In accordance with AFI 32-7086, contractors working on the Academy are required to participate in the Academy's HAZMAT Pharmacy as specified in the preperformance, performance, and postperformance requirements included in this Guide.

2.3. Contract Pre-Performance Requirements:

2.3.1. A minimum of 7 work days prior to contract start, the Contractor shall submit to the HAZMAT Pharmacy (10 ABW/LGLSSH), through the QAE/COTR, an inventory of hazardous materials that will be brought on site during the performance of the contract. The inventory shall include estimated usage quantities for each hazardous material. The Contractor shall also supply a Material Safety Data Sheet (MSDS) for each hazardous material. The MSDS shall be OSHA Form 174 or equivalent, as directed by 29 CFR 1910.1200 and FED-STD 313 (Reference FAR 52.223-3). The Contractor shall submit an updated inventory and MSDSs to the HAZMAT Pharmacy a minimum of 3 workdays prior to bringing a new hazardous material on site. All hazardous materials brought on site by the Contractor shall be subject to approval by the Government (approval authority exercised by the HAZMAT Pharmacy). The Government reserves the right to prohibit the use of hazardous materials it deems to be especially hazardous to human health or the environment. In the event a hazardous material is not approved for use on the Academy, the HAZMAT Pharmacy may provide the Contractor recommended substitutes; however, the Contractor shall retain responsibility for finding an acceptable substitute.

2.3.2. Unless otherwise specified in the SOW/PWS or approved, in writing, by the Contracting Officer, the Contractor shall not store or otherwise leave or abandon any hazardous material, including those required for contract performance, on the Academy after regular work hours specified in the contract. The Contractor may bring on site each workday the preapproved hazardous materials required to perform work scheduled for that day. Any excess or leftover hazardous materials or wastes shall be removed by the Contractor by the end of the workday and taken to a location off Government property for proper storage or disposal.

2.3.3. The Contractor shall establish and implement a written Hazard Communication program that complies with the requirements of 29 CFR 1910.1200. The program shall be fully implemented prior to contract start and updated as necessary to reflect changes in working conditions or hazardous materials used. The Contractor shall provide written certification a minimum of 5 workdays prior to contract start to the Contracting Officer that a written hazard communication program is provided to all employees.

2.3.4. The Contractor shall provide written certification to the Contracting Officer a minimum of 5 workdays prior to contract start that a HAZCOM training program is in place.

2.3.5. If the Contractor is expressly authorized, by the PWS/SOW or by letter from the Contracting Officer, to store hazardous materials after regular work hours on Government property, the contractor shall prepare a written spill prevention and response procedure (SPRP). The SPRP shall contain as a minimum: the contractor's primary and alternate points of contact in the event of a spill or emergency; the contractor's spill prevention and response measures; a list of spill prevention and response equipment and materials the contractor will maintain on site; a description of the contractor's storage practices for flammable and combustible liquids, compressed gases, and acids; identification of employees who will respond to spills; actions the contractor will take to contain and clean up spills; spill reporting procedures; spill disposal procedures; and a description of how the Contractor will coordinate and complete any required corrective actions. The contractor shall submit the completed SPRP to the Contracting Officer for submittal to the 510 CES/CEV a minimum of 5 workdays prior to contract start. The SPRP will be reviewed by the Environmental Flight for consistency with the Academy's SPRP and shall be subject to

Government approval. A copy of the Academy's SPRP will be made available to the Contractor, upon request.

2.3.6. If the contractor transports hazardous materials on the Academy, the Contractor shall comply with DOT licensing requirements and shall secure, placard and transport hazardous materials, in accordance with all applicable Federal, state and local regulations.

2.4. Contract Performance Requirements:

2.4.1. The Contractor shall at all times maintain a complete, up-to-date hazardous material inventory along with copies of MSDSs for all materials used on the job site, in accordance with (IAW) 29 CFR 1910.1200. Additions or changes to the hazardous material inventory shall be submitted to the QAE/COTR a minimum of 3 workdays prior to bringing new hazardous materials onto the Academy. The inventory and all MSDSs shall be made available for review by the QAE/COTR or by environmental or safety personnel.

2.4.2. While performing work on the Academy, the Contractor shall use only hazardous materials listed in the Contractor's hazardous material inventory (see 2.4.1.) and that have been submitted for approval to the HAZMAT Pharmacy, in accordance with requirements stipulated in this PWS/SOW (see 2.3.1).

2.4.3. For contracts in which the contract performance period exceeds 59 days, the Contractor shall submit a monthly hazardous material usage report to the HAZMAT Pharmacy, through the QAE/COTR. The first report shall be submitted 30 days after contract start and shall include a listing of all hazardous materials used while performing work on the Academy, total amount of each hazardous material used, and a description of the disposition of each hazardous material (e.g., fully consumed during contract execution, saved for future use, disposed as hazardous waste in accordance with 40 CFR requirements, etc.).

2.4.4. The Contractor shall maintain a copy of the contractor's employee workplace hazard training program on site at all times.

2.4.5. All known or potentially hazardous materials shall be transported and stored in original containers with manufacturer labels meeting the information requirements of 29 CFR 1910.1200. Bulk materials and materials that must be repackaged or placed into different containers at the job site shall be clearly labeled in accordance with 29 CFR 1910.1200. Materials without proper, legible labeling will not be allowed on the Academy.

2.4.6. The Contractor shall only use and locate hazardous materials in areas that are free from obstructions or hazards such as tripping hazards, fire, standing water, or pests. All hazardous materials shall be separated in accordance with 29 CFR 1910.176[c], 1910.1200[b], and 1910.1200[f].

2.4.7. The Contractor shall store hazardous materials in containers that are in good condition, with no leaks or rust. Leaking containers shall be immediately overpacked in such a manner to fully contain and secure the contents.

2.4.8. The Contractor shall immediately report hazardous material releases by calling the Academy Fire Department (dial 911). Contractor personnel shall follow the procedures outlined in the Contractor's spill response procedure plan (SPRP) or the Academy Spill Prevention and Response Plan. If it is safe to do so, Contractor personnel shall immediately take steps to contain the release. Once the spill or release has been contained, the Government will determine the extent of cleanup required and will also determine the extent of the Contractor's responsibility for any direct and indirect costs the Government may incur during spill response and clean-up, including but not limited to administrative costs, materials, labor, equipment, shipping, packaging, testing, replacement equipment and materials, disposal, etc. All cleanup

actions shall be coordinated through the QAE/COTR with the Environmental Flight and subject to Government approval.

2.4.9. The QAE/COTR and/or Environmental Flight personnel may periodically conduct site visits to contractor work sites on the Academy to evaluate that environmental requirements are being properly addressed.

2.5. Contract Post-Performance Requirements:

2.5.1. The Contractor shall submit a final inventory of all hazardous materials used on site in the performance of the contract. The final inventory shall be submitted to the HAZMAT Pharmacy through the QAE/COTR no later than 7 workdays after completion of work. The final inventory shall list all hazardous materials used, total amount of each used, and a description of the disposition of any remaining hazardous materials (saved for further use, disposed as hazardous waste in accordance with 40 CFR requirements, etc.).

2.5.2. The Contractor shall visually inspect all Government property where work was performed under the contract and shall certify that all areas were left without visible spills or other environmental damage. The Government may conduct an independent assessment of all work sites and the Contractor is urged to properly document the condition of all areas used during the contract. The Contractor shall be held responsible for all costs associated with any required environmental cleanup or restoration resulting from the Contractor's activities.

Glossary

Hazardous Chemical—in relationship to laboratories, a chemical for which there is statistically significant evidence, based on at least one study conducted in accordance with established scientific principles, that acute or chronic health effects may occur in exposed employees (29 CFR 910.1450(b)).

Hazardous Material—

1. Any item or chemical that is a “health hazard” or “physical hazard” as defined by Occupational Safety and Health Administration in 29 CFR 1910.1200, which includes the following:

- chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes;
- chemicals which are combustible liquids, compressed gases, explosives, flammable liquids, flammable solids, organic peroxides, oxidizers, pyrophorics, unstable (reactive) or water reactive;
- chemicals which in the course of normal handling, use, or storage operations may produce or release dusts, gases, fumes, vapors, mists or smoke which may have any of the above characteristics.

2. Any item or chemical which is reportable or potentially reportable or notifiable as inventory under the reporting requirements of the Hazardous Chemical Reporting (40 CFR Part 370), or as an environmental release under the reporting requirements of the Toxic Chemical Release Reporting: Community Right to Know (40 CFR Part 372), which includes the following:

- chemicals with special characteristics which in the opinion of the manufacturer can cause harm to people, plants, or animals when released by spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other receptacles).

3. Any item or chemical which, when being transported or moved, is a risk to public safety or an environmental hazard and is regulated as such by one or more of the following:

- Department of Transportation Hazardous Materials (HAZMAT) Regulations (49 CFR 100-180);
- International Maritime Dangerous Goods Code of International Maritime Organization;
- Dangerous Goods Regulations of the International Air Transport Association;
- Technical Instructions of the International Civil Aviation Organization;

US Air Force Joint Manual, Preparing HAZMAT for Military Shipments (AFJMAN 24-2204).

SUSANNE M. WAYLETT, Col, USAF
Commander, 10th Civil Engineer Group